

**I. GENERAL INFORMATION**

<b>1. SOLICITATION NUMBER:</b>	SOL-72030618B00018
<b>2. ISSUANCE DATE:</b>	March 22, 2018
<b>3. CLOSING DATE/TIME FOR RECEIPT OF APPLICATIONS:</b>	April 05, 2018 no later than 16:30 Kabul time
<b>4. POSITION TITLE:</b>	Elections Advisor
<b>5. MARKET VALUE:</b>	GS-13 (\$75,628 - \$98,317) Final compensation will be negotiated within the listed market value.
<b>6. PERIOD OF PERFORMANCE:</b>	6 months with no option for renewal
<b>7. PLACE OF PERFORMANCE:</b>	USAID/Afghanistan
<b>8. WHO MAY APPLY:</b>	United States Citizens*
<b>9. SECURITY LEVEL REQUIRED:</b>	As an employment pre-condition, the successful applicant is required to obtain a Secret clearance

**10. STATEMENT OF DUTIES:****1) General Statement of Purpose of Contract**

USAID/Afghanistan is the largest Mission in the world and manages one of the most complex development programs in one of the most demanding environments. The program, with a multi-billion dollar portfolio, includes a broad range of activities including democracy, governance, agriculture, economic growth, education, government-capacity building, health, infrastructure, and women's empowerment.

Since 2002, USAID has supported participatory, democratic processes that empower Afghan citizens, promote accountability and transparent governance, encourage national unity, and serve the needs of the Afghan people. Promoting gender equality and women's civic and political leadership is a priority for USAID. By developing the capacity of key electoral, representative, judicial, and executive branch institutions, USAID supports Afghan-led development and the capacity of institutions to advocate for and implement society-led reforms. A critical effort in securing support for a democratic Afghanistan and the Afghanistan National Government is the successful implementation of an inclusive and transparent electoral process for the parliamentary and presidential elections. This position is pivotal to the United States Government (USG) support and donor coordination to assist in that effort.

**2) Statement of Duties to be Performed:****Program Design and Management:**

The incumbent leads team of three (3) US, international and Afghan elections experts in the design and management of elections assistance programming for Afghanistan and also,

provides Technical Advisory support to the Office of Democracy and Governance (ODG) on the engagement of National and international stakeholders for a new electoral support project.

The incumbent provides detailed technical assistance on capacity building and electoral operational support for the upcoming parliamentary and presidential elections including voter registration, delimitation of district boundaries, field operations, public outreach and communications, logistics, security coordination, and electoral dispute resolution.

The incumbent provides comprehensive written analyses and reports on the performance of the electoral management bodies, i.e., the Independent Election Commission (IEC) and the Electoral Complaints Commission (ICC).

The incumbent oversees the implementation of the IEC strategic plan for capacity development and electoral reform and provide comprehensive technical guidance for better implementation of the plan.

The incumbent provides technical assistance for the smooth introduction of the reform agenda at IEC and work with governmental and international counterparts to ensure its effective implementation.

The incumbent informs decision making by the IEC and stakeholders on the need for civil/voter registration reform in Afghanistan and assist in the development and implementation of a strategic multi-year plan for civil/voter registration reform as a sustainable Afghan solution to the flawed and costly current voter registration process.

The incumbent provides detailed weekly updates (oral and written) on the status of the election activities in Afghanistan and advises the mission on better and effective implementation of the electoral efforts in the country.

The incumbent oversees USAID assistance resources for the electoral process in Afghanistan and the work of possible elections implementing partners, including United Nation Development Program (UNDP), International Foundation for Electoral Systems (IFES), Democracy International, National Democratic Institute, and the International Republican Institute.

### **Coordination**

Drawing on his/her experience and knowledge, the Election Advisor provides expertise in election administration best practice to the IEC, to the UNDP/ELECT project steering committee, to the USG Interagency Afghanistan Election Support Team and ODG in the oversight of elections assistance programs, and other Afghan and international agencies with responsibilities for the administration and oversight of elections in Afghanistan.

Represents USAID in meetings with the Afghan government, donor agencies, international organizations and other stakeholders and prepare detailed reports for ODG management and the mission's leadership

### **3) USAID Consultation or Orientation (if applicable):**

The selected applicant shall proceed to the Washington, DC area for two weeks of mandatory training to complete the Foreign Affairs Counter Threat (FACT) and the Afghanistan Familiarization (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

**4) Supervisory Relationship:**

The incumbent will lead a team of three direct hires and a Cooperating Country National (CCN) but will not be directly supervising.

**5) Supervisory Controls:**

ODG Leadership provides consultation and guidance in order for the incumbent to make sound recommendation. The incumbent works with considerable independence and receives review/guidance. The incumbent's work is evaluated on the overall accuracy, feasibility and compatibility to the Agency's programs and available regulations.

**11. AREA OF CONSIDERATION:**

- Be a U.S. citizen;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

**12. PHYSICAL DEMANDS:**

The work is primarily sedentary and is located on the U.S. Embassy/USAID compound in Kabul, Afghanistan. No special physical demands are required to perform the work.

**13. POINT OF CONTACT:**

Any questions about this solicitation may be directed to: [KblAIDHR@usaid.gov](mailto:KblAIDHR@usaid.gov).

**Note:** No in-person appointments or telephone calls will be entertained.

**II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education:** Master's degree in law, political science, international development/affairs, public administration or public policy is required. (Educational requirement must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum of ten (10) years of successful experience in election administration, election technical assistance, or election assistance project

management, including experience implementing civil/voter registration reform is required. Firsthand experience working with international donor organizations and host government election administrations is required. (Work experience requirement must be met at the time of application for the subject position).

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors listed in paragraph 2, below, in order to be considered. Only the highest-ranked applicants will be interviewed.

#### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

#### **2. EVALUATION FACTORS**

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specific and accurate experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

##### **FACTOR #1: Report Writing:**

Demonstrated ability to produce high quality written reports and analysis for different audiences

##### **FACTOR #2: Communications:**

Demonstrated ability and skills to interpret project development related policies and procedures, technical aspects of the project and communicate with stakeholders.

##### **FACTOR #3: Analyzing:**

Demonstrated ability and skills to understand and analyze an Election Project in a complex and insecure environment, develop mitigation and contingency plans for the project and advise stakeholders.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position.. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

### **3. BASIS OF RATING**

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

#### **Evaluation Factors**

Factor #1 (20 points)  
Factor #2 (10 points)  
Factor #3 (20 points)

Interview Performance 50 points

Interview questions will revolve around the following areas:

- be successful in providing proactive support to USAID Implementing Partners,
- evaluate and determine effective business processes and establish efficient working relationships internally and externally with other offices,
- ability to handle a wide variety of situations and conflicting issues requiring the use of initiative to determine the approach to be taken or methods to be used to resolve issues effectively and efficiently.

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

## **IV. APPLYING**

All applications must be submitted electronically by e-mail with the subject line **SOL:72030618B00018- Elections Advisor** to: [kblaidpscjobs@usaid.gov](mailto:kblaidpscjobs@usaid.gov)

Attention: Executive Officer  
USAID/Afghanistan  
Human Resources Office

Applicants may submit an application against this solicitation prior the closing date and time specified in Section I, item 3 mentioned above unless revised. The highest ranking applications may be selected for an interview.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. U.S. government AID 302-3 form which is available at the following website: <https://www.usaid.gov/forms/aid-302-3>
2. A current curriculum vitae (CV) or resume.
3. A minimum of three (3) professional references with telephone and e-mail contacts, who are not family members or relatives, with working telephone and email contacts. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors.

Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception to these requirements.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed. Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

The Contracting Officer will notify the selected applicant and provide instructions regarding how to complete and submit the following forms:

1. Declaration for Federal Employment (OF-306)
2. Medical History and Examination Form (DS-6561)
3. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570)
4. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85)
5. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized to the benefits and allowances listed in this section.

1. BENEFITS:
  - 1) Contribution toward Health & life insurance
  - 2) Pay Comparability Adjustment

- 3) Eligibility for Worker's Compensation
- 4) Annual & Sick Leave
- 5) Access to Embassy medical facilities, commissary and pouch mail service as per post policy

2. ALLOWANCES (If Applicable)\*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

\* Standardized Regulations (Government Civilians Foreign Areas).

\*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

**VII. TAXES**

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State Income taxes.

**VIII. USAID REGULATIONS, POLICIES AND CONTRAT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing USPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix D**, "Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad," including **contract clause "General Provisions,"** available at

[https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf).

2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "**Standards of Ethical Conduct for Employees of the Executive Branch,**" available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.**

See <https://www.oge.gov/web/oge.nsf/OGES%20Regulations>.

ALL QUALIFIED APPLICATIONS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING DISABILITY, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.